



**Distance Learning Specialist
Full Time
Walker County Campus**

Job Summary:

Georgia Northwestern Technical College is seeking qualified applicants for the position of Distance Learning Specialist to be located on the Walker County Campus and may be required to travel to other campuses to meet operational requirements. This position will report to the Director of Distance Learning. The Distance Learning Specialist is responsible for assisting in the implementation, coordination and support of the college's distance education technology. Hours will usually align with school hours with occasional evening and weekend online monitoring duties and occasional travel.

Duties/Responsibilities:

- Resolves conflicts associated with online learning, including the responsibility for the online help function.
- Provides technical assistance to instructional staff and others involved with the Blackboard learning management system as well as program specific technology;
- Coordinates eCampus requests with deans and other TCSG schools, as well as runs and monitors reports associated with eCampus working closely with eCampus liaison
- Report generation and analysis working closely with the Blackboard POC
- Other duties as assigned.

Competencies:

- Knowledge of internet and networking technologies
- Skill in the operation of computers and job related software programs (i.e. Blackboard, MS Office365)
- Leadership skills
- Skill in interpersonal relations and in dealing with faculty, staff and students
- Team building skills
- Oral and written communication skills

Minimum Qualifications:

- Associate's degree in a related field *and* Three (3) years of related work experience
- Note: Experience may substitute for the degree on a year-for-year basis

Preferred Qualifications:

- Bachelor's degree in related field
- Blackboard experience
- Instructional design or teaching experience

Physical Demands:

Work is typically performed in a classroom or office environment with intermittent sitting, standing, or walking in various settings. The employee occasionally lifts or moves objects to a light to medium weight. Full range of hand and finger motion may be utilized for data entry purposes. If the job involves driving, physical requirements include the ability to operate a vehicle and sit for extended periods.

Salary: 45,000 – 48,000

Benefits:

If this is a part-time position, no benefits are available. If this is a full-time position, benefits include: 13 paid State holidays, annual and sick leave, a State of Georgia benefits package that includes Health, Dental, Vision, Life, etc. A choice of two retirement systems: Teachers Retirement System of Georgia or the Employee's Retirement System of Georgia based upon position and 401K options.

Application Deadline: Open until filled.

Application Process:

All application packets MUST be completed via the GNTC Online Job Center at <http://www.gntc.edu/about/employment.php> www.gntc.edu/about/employment/. We do not accept resumes, transcripts, etc. in any other format except through the Online Job Center. As a part of the application process, interested candidates will also be required to upload documents such as a resume, work references, contact information, education credentials such as licenses, certifications, and transcripts, if applicable and those applicable will be verified prior to beginning employment. Pursuant to college policy, a thorough background investigation, including a criminal history records check, shall be conducted on all candidates prior to employment. Some positions may require a motor vehicle record search, credit history and drug screen. **No phone calls or emails please.**

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Equal Opportunity Employer

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